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CERTIFICATION
of
TEACHERS AND SCHOOL ADMINISTRATORS
in
MONTANA

MAY, 1959

HARRIET MILLER
SUPERINTENDENT OF PUBLIC INSTRUCTION
HELENA, MONTANA

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Preface

This publication is intended to provide information for teachers, school administrators, prospective teachers and those engaged in teacher education about the certification laws and policies of the State of Montana

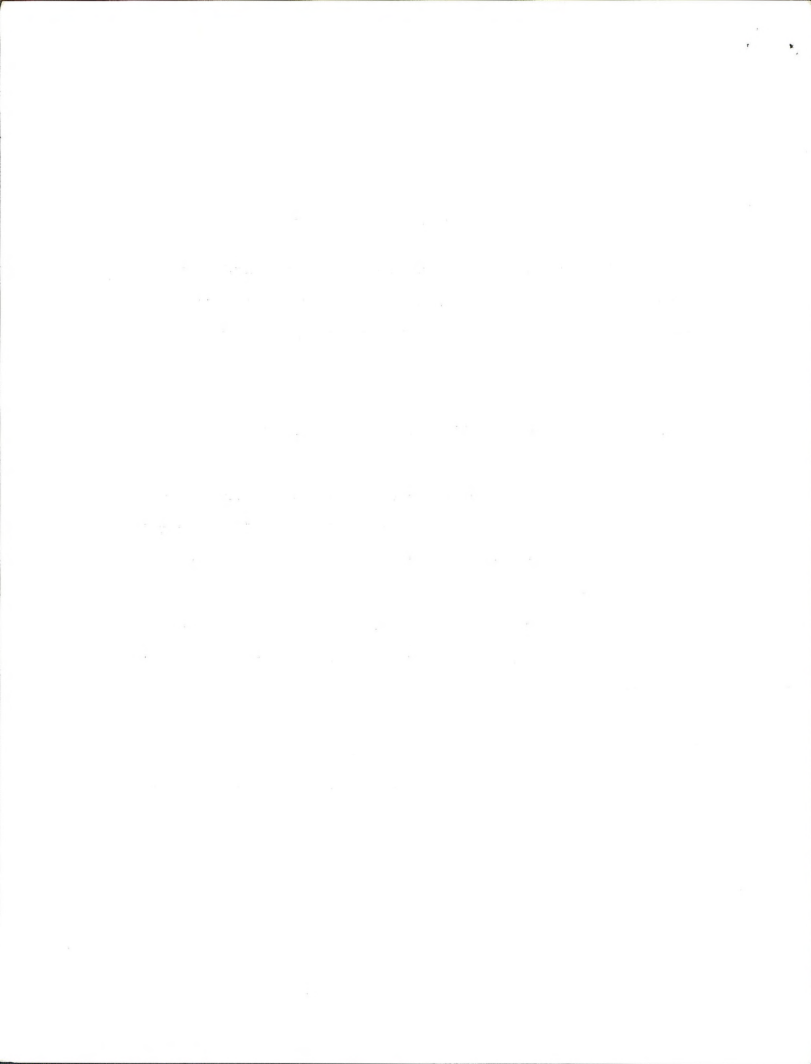
The information contained herein is based on Montana statutes and State Board of Education policies derived from the statutes.

Laws pertaining to teacher certification were amended in 1959. New classes of certificates were established, effective July 1, 1959. This publication describes the new certificates and offers answers to questions most frequently asked.

If, after reading this publication, you have questions which remain unanswered, please write to the Superintendent of Public Instruction, Helena, Montana.

HARRIET MILLER

Superintendent of Public Instruction



General Requirements for Teaching in Montana

In order to teach in Montana, you must be:

1. A citizen of the United States. (Exceptions are made for foreign exchange teachers.)
2. Between 18 and 70 years of age at the beginning of the school term.
3. In good health.
4. Certified by the State, and have your certificate registered by the County Superintendent of Schools in the county where you are to teach.

The (classes) of Montana teaching certificates issued after July 1, 1959, are:

- a. Professional
- b. Standard
- c. Administrative-supervisory
- d. Special (vocational, recreation, adult education)
- e. Provisional

Specific Requirements for Montana Certification

Definitions:

The terms used herein are defined as follows:

1. Acceptable evidence means official and up-to-date transcripts, written statements of appropriate officials and such other data as may be deemed necessary by the State Board of Education and/or the State Superintendent of Public Instruction.
2. Accredited refers to approval (accreditation) by the State Board of Education or a board of equal status, and/or approval by the Northwest Regional Accrediting Association and/or by the National Council of Accreditation of Colleges of Teacher Education, if acceptable to the Board of Education.
3. Appropriate area(s) means subject fields such as English, mathematics, science, social studies, etc., as defined by the State Board of Education.
4. Appropriate level(s) means elementary and/or secondary.
5. Appropriate official(s) means the dean of the school of education or of the school of major and/or minor preparation, or other official designated by them.
6. Approved teacher education program means a program for teacher preparation approved by the State Board of Education or a recognized accrediting agency or agencies designated or accepted by the State Board of Education.
7. Endorsement means official indication of that level (elementary or secondary) and/or that area (subject field) which the holder of the certificate is authorized to teach.

Elementary Endorsement of the Professional or the Standard

Certificate authorizes the holder to teach in grades Kindergarten through Nine. Elementary Endorsement of the Provisional Certificate held by a teacher with the Bachelor's Degree authorizes the holder to teach in grades Kindergarten through Nine; Elementary Endorsement of the Provisional Certificate held by a teacher with less than the Bachelor's Degree authorizes the holder to teach in grades Kindergarten through Eight.

Secondary Endorsement of the Professional, the Standard, or the Provisional Certificate authorizes the holder to teach in grades Seven through Twelve. Secondary Endorsement is accompanied by endorsement as to the subject field(s) which the holder is authorized to teach.

8. Teacher education means a course recognizing a desirable proportion of academic and professional courses and should not be construed to mean only a degree in Education.
9. Year means academic year, equivalent to at least 45 quarter hours (30 semester hours) of graduate or undergraduate credit.

Classes of Certificates:

Class 1. The Professional Teaching Certificate

This certificate is issued to applicants who submit acceptable evidence of successful completion, at an accredited institution of higher learning, of a teacher education program including the Bachelor's Degree and at least one year of study beyond the degree. The study beyond the degree must be of such nature as to supplement the academic preparation of the applicant in professional training and/or teaching subject fields. The recommendation of the appropriate official(s) is required.

This certificate is endorsed by the Superintendent of Public Instruction for the appropriate level(s) and area(s) of professional competence, based on the recommendation of the appropriate official(s).

This certificate is renewable every five years upon completion of one year of successful teaching during the five-year period.

When this certificate has expired and has not been renewed, it is renewable upon presentation of acceptable evidence of completion of six additional quarter credits (four semester credits), within five years of the date of application, and upon recommendation of the appropriate official(s).

Class II. The Standard Teaching Certificate

This certificate is issued to applicants who submit acceptable evidence of successful completion of an approved Bachelor's Degree teacher education program at an accredited institution of higher learning. The recommendation of the appropriate official(s) is required.

This certificate is endorsed by the Superintendent of Public Instruction for the appropriate level(s) and area(s) of professional competence, based on the recommendation of the appropriate official(s).

This certificate is renewable every five years upon completion of one year of successful teaching during the five-year period, plus the presentation of acceptable evidence of completion of six additional quarter credits (four semester credits) leading to the Professional Certificate and upon recommendation of the appropriate official(s).

When this certificate has expired and has not been renewed, it is renewable upon presentation of acceptable evidence of completion of twelve additional quarter credits (eight semester credits) within

five years of the date of application, leading to the Professional Certificate, and upon recommendation of the appropriate official(s).

Class III. The Administrative Certificate for Superintendents, Principals, Supervisors

Superintendent's Certificate:

This certificate is issued to applicants who submit acceptable evidence of successful completion, at an accredited institution of higher learning, of a Master's Degree program, and who hold or are eligible for a Class I Professional Certificate or Class II Standard Certificate, or a certificate equivalent to either of the preceding but issued prior to July 1, 1959.

The professional training required for this certificate must be obtained at a Montana institution designated by the State Board of Education for administrative training, or equivalent institution. Professional training must include 24 graduate quarter credits (sixteen semester credits) in Education including the following:

- a. If the applicant does not qualify for Elementary Endorsement of the Class I or Class II Teaching Certificate, at least 12 graduate quarter credits (eight semester credits) in Elementary Education.
- b. If the applicant does not qualify for Secondary Endorsement of the Class I or Class II Teaching Certificate, at least 12 graduate quarter credits (eight semester credits) in Secondary Education.
- c. Graduate courses in general school administration and school finance.
- d. At least two graduate courses in school curriculum and/or school supervision.

- e. A course in student personnel (guidance or counseling).

The minimum professional experience required for this certificate is three years of successful teaching in elementary and/or secondary schools.

This certificate is renewable every five years upon completion of one year of successful experience as a district superintendent, during which at least one-half of the applicant's time was devoted to supervision and administration.

When this certificate has expired and has not been renewed, it is renewable upon presentation of acceptable evidence of completion of six additional quarter credits (four semester credits), within five years of the date of application, at a Montana institution designated by the State Board of Education for administrative training, or equivalent institution.

Elementary Principal's Certificate

This certificate is issued to applicants who submit acceptable evidence of successful completion, at an accredited institution of higher learning, of a Master's Degree program, and who hold or are eligible for a Class 1 Professional Certificate with Elementary Endorsement, or a Class 11 Standard Certificate with Elementary Endorsement, or a certificate equivalent to either of the preceding issued prior to July 1, 1959.

The professional training required for this certificate must be obtained at a Montana institution designated by the State Board of Education for administrative training, or equivalent institution. Professional training must include 15 graduate quarter credits (ten semester credits) in Education, including the following:

- a. At least eight graduate quarter credits (six semester credits) in Elementary Education.

- b. Graduate courses in general school administration and elementary school administration.
- c. At least one graduate course in elementary school curriculum or elementary school supervision.
- d. A course in student personnel (guidance or counseling).

The minimum professional experience required for this certificate is three years of successful teaching in elementary and/or secondary schools.

This certificate is renewable every five years upon completion of one year of successful experience as an elementary principal, during which at least one-half of the applicant's time was devoted to supervision and administration.

When this certificate has expired and has not been renewed, it is renewable upon presentation of acceptable evidence of completion of six additional quarter credits (four semester credits), within five years of the date of application, at a Montana institution designated by the State Board of Education for administrative training, or equivalent institution.

Secondary Principal's Certificate

This certificate is issued to applicants who submit acceptable evidence of successful completion, at an accredited institution of higher learning, of a Master's Degree program, and who hold or are eligible for a Class 1 Professional Certificate with Secondary Endorsement or a Class 11 Standard Certificate with Secondary Endorsement, or a certificate equivalent to either of the preceding issued prior to July 1, 1959.

The professional training required for this certificate must be obtained at a Montana institution designated by the State Board of Education for administrative training, or equivalent institution.

Professional training must include 15 graduate quarter credits (ten semester credits) in Education, including the following:

- a. At least eight graduate quarter credits (six semester credits) in Secondary Education.
- b. Graduate courses in general school administration and secondary school administration.
- c. At least one graduate course in secondary school curriculum or secondary school supervision.
- d. A course in student personnel (guidance or counseling).

The minimum professional experience required for this certificate is three years of successful teaching in elementary and/or secondary schools.

This certificate is renewable every five years upon completion of one year of successful experience as a secondary principal, during which at least one-half of the applicant's time was devoted to supervision and administration.

When this certificate has expired and has not been renewed, it is renewable upon presentation of acceptable evidence of completion of six additional quarter credits (four semester credits), within five years of the date of application, at a Montana institution designated by the State Board of Education for administrative training, or equivalent institution.

Supervisor's Certificate

This certificate is issued to applicants who submit acceptable evidence of successful completion, at an accredited institution of higher learning, of a Master's Degree in Education or in a specialized field such as music, art, physical education, reading, etc. The applicant must hold or be eligible for a Class 1 Professional Certificate or a Class 11 Standard Certificate, endorsed for the

field or fields to be supervised; or a certificate equivalent to either of the preceding issued prior to July 1, 1959.

The professional training required for this certificate must include 15 graduate quarter credits (ten semester credits) in supervision, curriculum, and methods of teaching in the fields to be supervised.

The minimum professional experience required for this certificate is three years of successful teaching in elementary and/or secondary schools.

This certificate is renewable every five years upon completion of one year of successful experience as a supervisor, during which at least one-half of the applicant's time was devoted to supervision of the subject field or fields.

When this certificate has expired and has not been renewed, it is renewable upon presentation of acceptable evidence of completion of six additional quarter credits (four semester credits) within five years of the date of application.

Class IV. The Special Teaching Certificate for Vocational, Recreation and Adult Education Teachers

These special certificates are issued to applicants presenting training and experience required by the United States Office of Education or by the special needs of these fields. Requirements vary with the situation. For details, write to the Superintendent of Public Instruction, Helena, Montana.

Class V. The Provisional Teaching Certificate

This certificate is issued to:

- a. Applicants for Elementary Endorsement who submit acceptable evidence of successful completion of a minimum of two years of college work in an approved teacher education program which includes professional courses required for a diploma

or degree.

- b. Applicants for Secondary Endorsement who submit acceptable evidence of successful completion of at least a Bachelor's Degree, which may include either a completed non-approved teacher education program or an incomplete teacher education program.

Issuance of this certificate is dependent upon the written recommendation of the appropriate official(s) of an approved institution, with whom the applicant has outlined a Plan of Professional Intent which commits the applicant to an academic program leading to the Standard Certificate.

This certificate is endorsed by the Superintendent of Public Instruction for the appropriate level(s) and area(s) of professional competence.

This certificate is renewable every two years upon completion of one year of successful teaching during the two-year period plus the presentation of acceptable evidence of completion of at least 16 additional quarter credits (eleven semester credits) leading to the Standard Certificate, and the recommendation of the appropriate officials. A teacher with provisional certification who consecutively acquires the maximum number of renewals will be required to complete the program for the Standard Certificate within eight years of the date of issuance of his first Provisional Certificate.

An applicant for renewal of provisional certification whose previous Provisional Certificate has expired must present at least 16 quarter credits (eleven semester credits) leading to the Standard Certificate, of which at least six quarter credit (four semester credits) must have been earned within five years of the date of application. Recommendation of the appropriate official(s) of an approved institution, with whom the applicant has outlined a Revised

Plan of Professional Intent, is required.

Persons with provisional certification who, during the term of a Provisional Certificate, complete the requirements for the Class I Professional Teaching Certificate or the Class II Standard Teaching Certificate, must file application immediately for the new certificate for which they qualify.

Required Programs of Teacher Education for the Standard Certificate

For Elementary Teaching:

The Bachelor's Degree in elementary education or equivalent program from an accredited teacher-training institution

General courses in language arts, reading, history, social studies, sciences, arithmetic, music, fine arts

Professional training from the following areas: elementary techniques and methods; child growth and development or equivalent courses in psychology; history, philosophy or sociology of education; mental health and hygiene; methods and skill in physical education; remedial reading and speech correction; guidance; and observation and practice teaching.

For Secondary Teaching:

The Bachelor's Degree.

At least 45 quarter credits (thirty semester credits) in a major field which is a subject commonly offered for credit in the high school curriculum

At least 30 quarter credits (twenty semester credits) in a minor field which is a subject commonly offered for credit in the high school curriculum

Professional training--24 quarter credits (sixteen semester credits) - from the following areas: educational psychology, principles of education, secondary school teaching procedure, observation and student teaching



ANSWERS TO YOUR QUESTIONS

1. How does a prospective teacher, who has never taught in Montana, become certified?

First, review your qualifications and determine whether you meet the general requirements for teaching in Montana, and the specific requirements for Montana certification, listed above. If you qualify for certification, write to the Department of Public Instruction, Helena, for an application for certification. (Do not send money with this letter.) You will receive an application form with complete instructions for applying. You will be directed to request the institution you attended to provide the Department of Public Instruction with an official evaluation of your college work and a transcript of your record; forms will be provided for this purpose. A physical examination will be required, and a form for your physician's use will be included.

2. How does a teacher who holds an expiring Montana certificate obtain renewal of certification?

Request an application for certification from the Department of Public Instruction, Helena. (Do not send money with your letter request.) You will receive an application form with complete instructions. You will be directed to request the institution from which you obtained your additional credits to provide the Department of Public Instruction with an official evaluation of your training and a transcript of your record; forms will be provided for this purpose.

3. How does a teacher whose Montana certificate has expired re-acquire certification?

Review the requirements for renewing an expired certificate under the section, Specific Requirements for Montana Certification. If you have earned the necessary credits within five years of the date of your application, request a form for application for certification from the Department of Public Instruction, Helena. (Do not send money with your request.) You will receive an application form with complete instructions. You will be directed to request the institution from which you obtained your additional credits to provide the Department of Public Instruction with an official evaluation of your training and a transcript of your record; forms will be provided for this purpose.

4. How will the new classes of certificates affect teachers who have been certified under the old law?

Holders of certificates issued prior to July 1, 1959, will not lose any rights or privileges as a result of the new teacher certification law. Most classes of teaching certificates in effect on June 30, 1959, will be exchanged for one of the new classes upon application for renewal, and completion of renewal requirements. An exception is the present Elementary Standard Certificate; this certificate, if issued prior to July 1, 1959, will be renewed (unless the holder desires an exchange) until the holder, through renewal credits, qualifies for the new Standard Certificate.

The class of new certificate which will be issued upon expiration of a current certificate will depend upon the qualifications of the applicant.

In all cases, renewal or exchange will be dependent upon the applicant's meeting the established requirements.

5. What institutions in Montana are accredited for teacher-training?

Montana State University, Missoula, Montana; Montana State College, Bozeman, Montana; Eastern Montana College of Education, Billings, Montana; Northern Montana College, Havre, Montana; Western Montana College of Education, Dillon, Montana; Carroll College, Helena, Montana; College of Great Falls, Great Falls, Montana; Rocky Mountain College, Billings, Montana.

6. How are non-Montana institutions accredited for training teachers, for purposes of Montana Certification?

Out-of-state institutions are accredited by the Board of Education of the State of Montana or by other agencies acceptable to the Board of Education, such as a board of equal status in another state, the Northwest Regional Accrediting Association, the National Council of Accreditation of Colleges of Teacher Education, etc.

7. Where is the holder of a Montana teaching certificate authorized to teach?

A teacher with Montana certification may teach in any school in Montana at the level(s) and in the field(s) for which the certificate is endorsed. The certificate must be registered with the County Superintendent of the County where the holder is to teach, within ten days after the teacher's term of service begins.

8. Does Montana issue emergency certificates to individuals who do not meet the requirements for regular certification?

Effective July 1, 1959, no emergency certificates will be issued. County superintendents and school administrators who have exhausted all possibilities for obtaining a regularly-certified teacher may

request the Superintendent of Public Instruction to issue an Emergency Authorization to Teach to an available person who previously was certified or who meets State Board of Education requirements for teaching in the existing emergency situation. The request for emergency authorization must offer satisfactory evidence of the existence of an unavoidable emergency situation. Applications for emergency authorizations originating with individuals desiring to teach will not be accepted. An emergency authorization is not a certificate, and is valid for one year only.

9. What is the term of a certificate?

Professional, Standard and Administrative-supervisory Certificates have a five-year term; Provisional Certificates have a two-year term. The term begins with the July 1 immediately preceding the date of issue.

10. Are an applicant's credentials returned to him?

No, all credentials required for certification become part of the applicant's permanent file at the Department of Public Instruction.

11. Where can information about teaching employment be obtained?

Write to the Teacher Placement Division, Montana Employment Service, Box 1728, Helena, Montana.

12. Are Montana teachers eligible for social security and retirement benefits?

Social security is available to teachers on a local option basis; details can be obtained from the Public Employees Retirement System, Helena. All employed teachers are members of the Teachers Retirement System; details can be obtained from the Teachers Retirement

System, Mitchell Building, Helena, Montana.

13. Does Montana have an official salary schedule for teachers?

No. A recommended schedule has been developed by the Montana Education Association, Helena; and can be obtained from the Association.

14. Do Montana teachers have tenure rights?

Montana law (Section 75-2401, Revised Codes of Montana, 1947, as amended) provides that after the election of a teacher or principal for the fourth consecutive year in any school district, the teacher shall be deemed re-elected from year-to-year thereafter, unless there is sufficient cause for dismissal.

15. Must substitute teachers be certified?

Any teacher must be certified who secures teaching employment in any public elementary or secondary school system in Montana and teaches for a period exceeding ten days.

16. May credits earned by correspondence or extension courses be offered in fulfillment of requirements for renewing a certificate?

Credits earned by correspondence may not exceed one-quarter of the total number of credits required for renewal. Credits earned by extension courses, which are offered during a school year by an accredited teacher training institution, are equivalent, for certification purposes, to credits obtained in residence at an accredited institution.

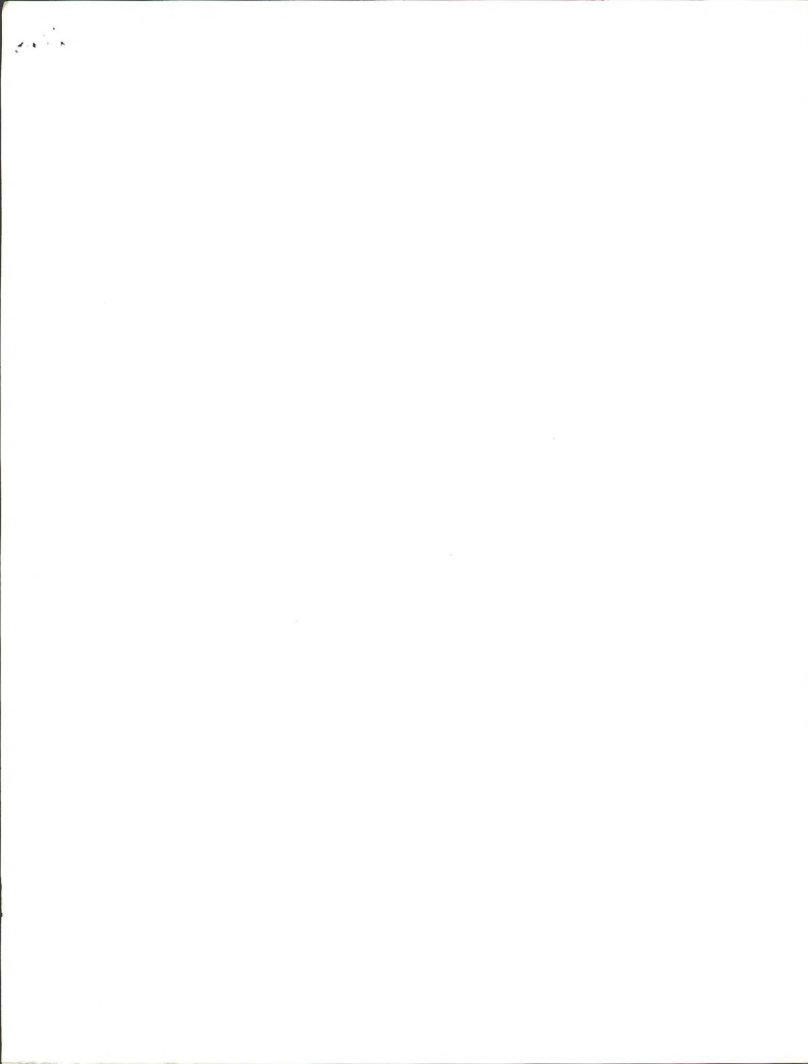
17. What fees are required for certification?

The certification fee is one dollar for each year of term of the certificate: \$5.00 for Professional and Standard Certificates;

\$2.00 for the Provisional Certificate. In addition, a Registration Fee of \$2.00 is payable by each applicant who has not held a Montana certificate at any prior time. Fees should accompany completed application forms, and should not be sent with letters of inquiry.

18. How much time is required for processing an application for certification?

Applications are processed in the order in which they are received. Usually no longer than three weeks is required after receipt of all the required information, including that sent directly from institutions. The most frequent cause of delay is incomplete or inaccurate information. Applicants who have filed properly-completed applications will be notified of any unusual circumstance which may cause undue delay in processing.



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